



# USAID | GUATEMALA

FROM THE AMERICAN PEOPLE

## VACANCY NOTICE

### Project Management Assistant

#### **BASIC FUNCTION:**

The incumbent serves as the Project Management and Communications Assistant to the Economic Growth Office (EGO). Serves as alternate project manager for select EG projects. Serves as coordinator for all communications, events and supporting material required to implement the EG communications strategy and for efficient event operations of EGO programs

#### **REQUIRED QUALIFICATIONS:**

**NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.**

- a. University degree in in a relevant field, such as communications, agricultural or environmental sciences, international development, or a related field (e.g., public and/or business administration, management, or business administration), or significant progress towards a degree, required.
- b. At least five years of progressively responsible experience in development programs. Demonstrated administrative experience in development programs, including program reporting and management and strategic communications.
- c. Language Proficiency: Level IV Spanish and Level IV English (fluent). **(Note: Candidate's oral and written English skills will be evaluated as part of the selection process.)** Ability to communicate effectively, both in written and oral form is required.
- d. Demonstrated proficiency in preparing communications materials, protocol, and organizing high-level meetings and public events. Proficiency in preparing/completing reports, graphical presentations, budgets and spreadsheets for financial analysis, and various forms of correspondence efficiently and with minimal errors. Thorough knowledge of programmatic and administrative office procedures and project administration practices are required. Must be able to interpret and correctly apply instructions outlined in the policies, procedures, and regulations in monitoring, administering, and managing activities.
- e. Ability to effectively communicate with individuals on project management issues orally and in writing, including translating documents from English to Spanish and from Spanish to English. A high level of proficiency in social media applications (Twitter, YouTube, etc.), Microsoft office, desktop publishing and preparation of graphic presentations (PowerPoint), word processing, spreadsheet, and database management and other computer skills. Excellent interpersonal skills and ability to operate effectively in a team environment and to work efficiently on an independent basis. Ability to establish and maintain contacts and productive professional relationships with partners, GOG officials and counterparts in the private and/or academic sectors. Ability to take initiative to organize, prioritize, and follow through on work assignments and to deliver high quality work under pressure.

#### **WE OFFER:**

Annual salary range from Q95,099 thru Q176,166 based on past certified earnings. Labor benefits, medical insurance and retirement plan. **If you do not meet all the requirements, please do not apply.**

#### **TO APPLY:**

Interested candidates **must complete an application form** which can be accessed at <http://www.usaid.gov/gt/employment.htm>. Application form, curriculum vitae and salary history should be send electronically only to: [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov) **no later than close of business August 29, 2011.** **Applications without any of the supporting documents described above will not be considered.**

*The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.*